



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CSS-04-057-A (SH)

JOB TITLE: Supervisory Community Supervision Officer (Branch Chief),
GS-101-14

AREA OF CONSIDERATION: CSOSA-WIDE

OPENING DATE: 08/19/2004

CLOSING DATE: 09/01/2004 (Applications must be received by 5:00 pm)

PROMOTION POTENTIAL: NONE

STARTING SALARY: GS-14 \$85,210 pa

Supervisory Community Supervision Officer (Branch Chief), GS-101-14 (1 position), Community Supervision Services, Court Services and Offender Supervision Agency, Washington, DC.

THIS VACANCY ANNOUNCEMENT HAS BEEN AMENDED TO MODIFY THE JOB TITLE.

This position is covered under Law Enforcement retirement.

MAXIMUM ENTRY AGE: Since this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement.

DUTIES: The incumbent will serve as Branch Chief for Agency's offender intake operational center and is responsible for directing and managing staff to ensure that all assigned cases for supervision and investigation are entered in the information system timely and accurately. Plans the activities of staff to ensure an equitable assignment of work and that workflow is conducive to the efficiency of the intake operations. Develops and promulgates unit directives and procedures. Conducts periodic and scheduled reviews and audits of the intake operations to assess unit's compliance with established policies and procedures and to assess unit's compliance with the accurate and timely assignment of cases to the appropriate field teams. Prepares management and statistical reports to evaluate the effectiveness of the unit's operations or service delivery deficiencies. Resolves amicably and expeditiously with field management staff inappropriate, mis-assigned, or delayed case assignments. Ensures unit's compliance

with established law regarding the registration and/or re-registration of specific offender populations. Develops and maintains collaborative partnerships with the Agency's stakeholders to achieve the mission of the Agency and the Branch. Implements human resources policies and procedures; and performs a variety of management assignments and tasks to improve the efficiency and effectiveness of the Branch operations.

QUALIFICATIONS: Basic Requirement: Applicants must possess one of the following: (A) four year degree in criminal justice, sociology, psychology, social work, or a related behavioral science field; or (B) a combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field; or (C) four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. **Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized Experience** is experience in supervising and managing units in the delivery of parole and probation services to offenders assigned to CSOSA for community supervision or investigation; directing and managing staff to ensure that all assigned cases for supervision and investigation are entered in the information system timely and accurately; experience ensuring that programs are in place to effectively monitor offenders' compliance with the conditions of parole or probation; experience accessing criminal justice databases to assist with preparing statistical reports and developing and promulgating unit directives and procedures.

Time in grade restrictions must be met no later than 30 calendar days from the closing date of this vacancy announcement.

EVALUATION METHOD: Applicants will be evaluated according to the extent and quality of their experience. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities (KSAs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD INDIVIDUALLY ADDRESS EACH OF THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

1. Skill in applying the theories, principles, and practices in the field of criminal justice, psychosocial and the behavioral sciences applicable to the field of community supervision programs.
2. Skill in investigative techniques, analytical tools and case management principles and practices.
3. Skill in accessing criminal justice databases.
4. Ability to motivate the workforce and meet organizational goals and objectives.
5. Ability to communicate in writing to prepare management and statistical reports, and to develop initiatives that focus on assisting the offender to make positive choices.
6. Ability to communicate orally to effectively express ideas to an individual or a group, and to make convincing oral presentations.

On a separate sheet of paper, address your experience and/or education related to the knowledge, skills and abilities described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

CTAP: Applicants covered by the CSOSA Career Transition Assistance Program (CTAP) may apply and will be given priority consideration if determined to be well qualified. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice or a "Notice of Personnel Action" (SF-50) documenting separation.

Applicants must fax, email or mail the required documents by the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dot Hawkins on (202) 220-5637 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Drug Testing: Appointment may be subject to random drug testing after selection.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.